

**DUTY STATEMENT**  
**DEPARTMENT OF STATE HOSPITALS - ATASCADERO**  
**GENERAL SERVICES**

<b>JOB CLASSIFICATION: CUSTODIAN I</b>
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**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Under supervision, to perform custodial duties in keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise patients; and do other related work.

40%      **Cleaning: must have sufficient physical agility to perform assigned duties;** dusting, ceilings walls, interior glass, vacuum rugs/carpets. Empties/cleans waste receptacles, cleans stairwells, hallways, doors, restrooms, offices, lobbies, dayrooms, public and community areas, clinics, medical exam rooms, conference rooms, patient dining areas, kitchens, serving lines, classrooms, barber shop, etc. in assigned work area. Floor Care; sweep, scrub, mop, strip, and wax floors. Maintains floors with both floor scrubbers and burnishers. Stocks and refills restroom dispensers. Follows methods and safe handling procedures for chemicals outlined on the Safety Data Sheets (SDS). Perform any incidental cleaning as assigned. **Ensures that assigned areas will meet Hospital Standards, Infection Control, Title 22 Licensing, Environmental Health, and Joint Commission Standards.** Participates in Housekeeping Inspections with Area Supervisor to make necessary corrections as recommended by these inspections.

**Interacts with patients and staff in a professional and respectful manner** and is accountable to understand and follow Administrative Directives, Housekeeping Manual, and Infection Control Procedures.

30%      **Housekeeping Equipment: Operate housekeeping equipment; must be able to steer and control equipment and be able to lift and carry 50 lbs.** Operates scrubbers, buffers (both walk behind and handheld), power washers, leaf blowers, vacuums (various sizes), carpet cleaners, electric lifts, and other equipment used for work assignments. Maintain the sanitation and safety measures in

the operating, cleaning and care of equipment and work areas. Keep work area clean and organized. Electric Cart safety training is mandatory if operating an electric cart on grounds.

20% **Safety:** Report all safety hazards to supervisor. Participate in all safety training including timely review of safety data sheets and hazardous substance lists. Maintain a safe environment related to patient Vocational Services Assignment (VSA) workers by practicing appropriate relationship security boundaries. Immediately, report any concerns or questions to your supervisor. Instructs and supervise patients on operation of housekeeping cleaning methods and techniques and work safely within the hospital's standard safety guidelines in housekeeping vocational skills. Practices and supervises the patient workers in following infection control procedures. Maintain security of work areas and work materials.

10% **Special Assignments:** Other duties as assigned related to housekeeping assignments and the operational needs of the facility. May be called upon to give experienced guidance in the performance of routine janitorial tasks to custodian team members and Vocational Patient workers. Records patients' time worked and completes monthly vocational evaluations.

## 2. SUPERVISION RECEIVED

Custodian Supervisor I

## 3. SUPERVISION EXERCISED

May supervise patient workers

## 4. KNOWLEDGE AND ABILITIES

### KNOWLEDGE OF:

Materials, chemicals, disinfectants, equipment, and methods used in professional cleaning work; sanitation and safety measures in the operating, cleaning and care of equipment and work areas; and safety practices.

**ABILITY TO:**

Safely use and care for equipment and supplies; safely use manual and/or electric cleaning equipment; keep accurate inventories; follow directions; learn and perform routine custodial tasks; work courteously and cooperatively with others; safely lift and carry objects weighing up to 50 pounds; identify and resolve complex issues as it relates to custodial functions; utilize acceptable work habits and meet established standards; and communicate effectively, and maintain order and supervise the conduct of persons committed; prevent escapes and injury of these persons, to themselves, to others, and to property; maintain security of work areas and work materials.

**5. REQUIRED COMPETENCIES**

**INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

**SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

**CPR (at facility's option)**

Maintains current certification.

**AGE SPECIFIC**

Provides services commensurate with age of clients/patients being served. Demonstrates knowledge of growth and development of the following age categories:

Pediatric       Adolescent       Adult       Geriatric

**THERAPEUTIC STRATEGIES & INTERVENTIONS (at facility's option)**

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior (TSI).

**CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

### **PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

### **SITE SPECIFIC COMPETENCIES**

- Demonstrate proficiency in removal of old floor finish and application of new floor finish.
- Demonstrate ability to use proper techniques when cleaning, disinfecting and sanitizing surface areas throughout assigned work areas.
- Follow Universal Blood and Body Fluid Clean - up as directed in the DSH-A Infection Control Manual.
- Demonstrate professional interactions with patients and maintain therapeutic boundaries.

### **TECHNICAL PROFICIENCY (SITE SPECIFIC)**

- Ability to operate housekeeping equipment: floor scrubber, electric cart, floor burnisher, floor auto scrubber, factory cat sweeper, mechanical/battery operated vacuum sweeper and operate the scissors lift.

## **6. LICENSE OR CERTIFICATION**

N/A

## **7. TRAINING - Training Category = 10**

The employee is required to keep current with the completion of all required training assignments.

## **8. WORKING CONDITIONS**

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job duties.

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Employee's Signature

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Date

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Supervisor's Signature

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Date

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Reviewing Officer's Signature

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Date